



US COURTS  
District of Idaho



### **What is the first step?**

The first step is to sign up for a PACER account. **Note:** Although you register for your PACER account now, you will not be charged for accessing Idaho information until January 2005 when the CM/ECF program goes live in Idaho. The next step is to review computer based training programs (CBT's) to help familiarize yourself with the program. Finally, you will want to register to become a CM/ECF "registered participant" and sign-up for training. All these steps can be accomplished by logging into our website at [www.id.uscourts.gov](http://www.id.uscourts.gov) and clicking on the CM/ECF link.

**How many users can submit documents at once?** There is no fixed limit.

**How many people at a time may view the same document or image?**

There are no limitations.

**Does CM/ECF check for duplicate filings when a user opens a case? In other words, when a party name is entered, will the system alert the user to other cases in which the filer appears?**

The CM/ECF software does not automatically check for duplicate filings. However, when adding a participant to a case, a pick list is presented with the names of parties that are already in the database.

**How is payment of filing fees handled for CM/ECF cases?**

Payment for filing fees will be made by credit card. One of the latest enhancements to the Bankruptcy version of CM/ECF is the ability for filers to pay and track filing fees via the Internet. After successfully submitting a docket entry which requires a filing fee, the user will be prompted to either pay the fee or continue filing. If the user chooses to continue filing, the prompt will disappear, and they can continue using the electronic filing system. If the user chooses to pay the filing fee, they will be prompted for their credit card information. After submitting their credit card information, the filing fee will be paid via the Internet directly to the U.S. Treasury, a transaction receipt will be displayed, and the receipt number will be docketed in the case immediately. Reports are available to allow filers to view outstanding fees and to track payments made via the Internet. The next version of the District Court CM/ECF, scheduled to be released in early 2005, will have the same capabilities. The Court will accept Mastercard, Visa, American Express, Diners Club and Discover cards.

**When is a document attachment too big to send electronically?**

Documents may be up to **3-megabytes** (3MB) in size before any problems occur. Transmission time for filing documents created by scanning (imaging) that are more than three megabytes in size may time out and fail to file due to system security features. A **3MB scanned** document consists of 50-75 pages of plain text, 25-30 pages of extensive graphics, graphs/tables/charts, or 15-20 pages condensed transcripts. However, a Word or WordPerfect document converted to PDF format may be up to 1000+ pages before it hits the 3MB limit. The 3MB limit applies per document. Documents in excess of 3MB will need to be divided into logical

segments for filing as attachments. Furthermore, When scanning documents to be subsequently filed electronically, filing parties should configure their scanners for black and white at 200 dpi. For more specifics, please refer to the District of Idaho CM/ECF Electronic Filing Procedures located on our website.

**Will someone submitting a long document monopolize the system to the detriment of other users?**

No, a user submitting a large file to CM/ECF will not interfere with other users' access. The system uses web-based technology, which is designed to service large numbers of users simultaneously.

**To what extent will noticing be dependent upon a particular e-mail system?**

The CM/ECF system is not dependent upon a particular e-mail system. It uses the standard features of Internet e-mail so that it can work with the great variety of e-mail systems that attorneys may have.

**Are there any risks of computer viruses using the CM/ECF system?**

An outside user will submit documents for filing by directly downloading to the CM/ECF Server. Most worms/viruses are targeted at Microsoft Windows, and execute under that operating system. The CM/ECF operating system is UNIX, therefore a windows virus won't execute on the CM/ECF system. In addition, since all documents are only filed in a PDF format, the risk of infection in a document submitted by this method is virtually non-existent. To date there has not been a PDF document infected with a virus.

**Contact Information**

You may obtain additional information on CM/ECF or ask specific questions by accessing our website at [www.id.uscourts.gov](http://www.id.uscourts.gov) and by using the contact links provided.